



CITY OF HOUSTON

Job Posting

Applications accepted from:

All Persons Interested

Job Classification

Senior Office Assistant

Posting Number

PN# 107194

Department

Houston Airport System

Division

Public Safety & Technology

Section

I.D. Badging

Reporting Location

2800 North Terminal Rd.*

Workdays & Hours

Varied, normally M-F *

***Subject to change**

DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS

Primary responsibilities are the performance of various complex secretarial functions. This includes, but is not limited to: Preparing correspondence, confidential documents and reports; scheduling meetings and appointments; making travel arrangements; answering telephones, screening and routing calls, taking accurate messages; maintaining records and files; taking and preparing meeting minutes; ordering and storing supplies; photocopying, collating and distributing correspondence and reports; and assisting with project work and miscellaneous clerical support. Operate office equipment such as personal computers, copiers, fax machine and calculators.

WORKING CONDITIONS

Performing these duties will involve the ability to observe and differentiate details; attend to details amid distractions; solve arithmetic and numerical problems; speaking and writing effectively; adjusting to interruptions and changes; dealing with people in tense situations; performing repetitive activities that are critical and demanding; ability to work in standard office environment; maintaining high ethical standards. Occasional very light lifting, such as three or four reams of paper or books (up to 20 pounds or an equivalent weight) may be required. Must be willing and available to work all shifts, including rotation, weekends and holidays. Must be able to obtain and maintain security clearances.

MINIMUM EDUCATIONAL REQUIREMENTS

High school diploma or GED certificate.

MINIMUM EXPERIENCE REQUIREMENTS

Two (2) years of secretarial or closely related clerical support experience are required.

MINIMUM LICENSE REQUIREMENTS

Valid Class C Texas driver's license and compliance with city's policy on driving (AP 2-2).

PREFERENCES

Word processing and personal computer experience using Windows XP, Word, and Excel. Considerable knowledge of business English, spelling, punctuation and arithmetic, office methods and procedures. Ability to deal courteously and effectively with the public and co-workers by phone and in person.

SELECTION/SKILLS TEST REQUIRED

Work Sample Exercise, application review **and/or interview. May require heavy typing.**

SAFETY IMPACT POSITION

☐ Yes ☒ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 12
\$ 922.00 - \$1,055.00 Biweekly \$23,972.00-\$27,430.00 Annually

OPENING DATE

OCTOBER 19, 2005

CLOSING DATE

OCTOBER 25, 2005

APPLICATION PROCEDURES

Only original applications, resumes and online submissions are accepted for Houston Airport System jobs, and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor or submitted online at:

<http://agency.governmentjobs.com/houstonair/default.cfm>

Our TDD (Telephone Device for the Deaf) phone number is 713.837.9471. Candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

"If you need special services or accommodation, please call 281.233.1515." The Houston Airport System Human Resources TDD phone number is 281.233.1862.

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